UNDERGRADUATE ADMISSIONS AND OUTREACH

Summary

Job title	Outreach Learning Design and Content Coordinator
Division	**University Administration and Services (UAS)**
Department	**Academic Administration Division - Undergraduate Admissions and Outreach**
Location	**University Offices, Wellington Square, Oxford, OX1 2JD**
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full time
Contract type	Fixed-term contract until 31 December 2025
Reporting to	**Head of Outreach Learning Design**
Vacancy reference	**172080**
Additional information	This vacancy requires an enhanced DBS check and some evening and weekend work

The role

This role will contribute to the development and delivery of building influential outreach projects that support the University's Access and Participation Plan Targets and Undergraduate Student Recruitment strategies. Project development needs to deliver maximum benefit to the Undergraduate Admissions and Outreach department (UAO), the wider collegiate University and to the targets and arrangements with the higher education regulators (e.g. the Office for Students) by enhancing the student experience through promoting diversity and equality and focusing on realising aspiration and raising attainment.

This exciting role is suitable for a professional with experience of creating, organising and managing digital and face to face educational materials and events. The post holder will be responsible for shaping the content of digital and face to face outreach projects by planning and researching materials and creating and/or commissioning super curricular education resources. The successful candidate will be a creatively focused professional with original and inventive ideas of how to develop, design and deliver learning resources to teachers, young people and wider communities in both a face-to-face format and a digital medium. They will work as part of the Outreach team to create and manage development plans and schedules.

The role requires the ability to work collaboratively with a wide range of internal and external stakeholders including organisations involved in widening participation to higher education, academics, current students,

technical development firms, colleges and departments of the University, as well as wider community organisations beyond the University.

Responsibilities

1. Contribute to developing and commissioning super curricular content for the Oxplore suite of products, which includes Oxplore Teach, Oxplore Home of Big Questions, the Oxplore Festival, the Oxplore Hackathon and Oxplore Communities. Create, adapt and commission new, exciting and innovative digital content for adults working with targeted secondary students and secondary students themselves. This will include developing, designing, managing, writing and collating copy and could also involve organising and planning face to face delivery sessions.

2. Create and proactively monitor content delivery schedules, plan ahead and proactively problem solve to avoid missed dates, follow best working practices and contribute to process development so that digital and face to face products come out efficiently and on time.

3. Plan, manage and supervise the delivery of face to face sessions by researchers and student ambassadors. This will include monitoring safeguarding and Health and Safety protocols for visits to schools and large events.

4. Ensure that digital and face to face products are accurate, appropriate, and accessible in the chosen format for the target audiences, and are consistent with the project brief, fully implementing and further improving best editorial practice.

5. Be responsible for commissioning individual components of the different content streams for students, teachers and parents.

6. Work closely with IT and web development specialists to develop innovative ways of presenting and organising new educational content on the university's outreach site/s.

7. Be aware of, and ensure compliance with, appropriate legislative requirements including accessibility, data protection, licensing and copyright clearance.

8. Recruit, negotiate rates with, manage, brief, quality control, and support the best content creators so that they work efficiently on digital resources and meet their deadlines.

9. Manage the uploading of content to the content management system.

10. Be a member of internal/external user groups/forums and or working parties (or chairing them).

11. Establish and maintain strategic relationships with internal and external stakeholders. This could include academics, colleges and departments, identified secondary schools and colleges and wider community organisations. This will include attending events and meetings and, where appropriate, delivering presentations and workshops to students and staff.

Selection criteria

Essential selection criteria

1. Proven experience of designing and creating digital and face to face educational material and/or designing and managing face to face outreach or educational events.

2. Proven experience of co-ordinating multiple projects and workstreams to ensure deadlines and deliverables are met.

3. Ability to collaborate with a wide range of stakeholders including academic staff, students, IT developers

and schools.

4. Educated to degree level or equivalent.

5. Excellent attention to detail.

6. Excellent communication skills.

7. Experience of digital educational publishing.

8. Good understanding of the educational context in which the events and materials will be used.

Desirable selection criteria

1. Training or experience in project management, ideally in a similar field.

2. Experience of writing or rewriting materials for students of different age groups and levels of literacy.

3. Awareness of legislative requirements for accessibility, data protection, licensing, and copyright.

4. Experience of liaising or working with grassroots community organisations.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Undergraduate Admissions and Outreach

The Undergraduate Admissions and Outreach department (UAO) provides a stimulating and challenging working environment in one of the most strategically important areas of higher education administration, working with colleagues throughout the University and in other institutions; with potential applicants in the UK and overseas; and with parents and advisers. Our work is varied and can be broadly divided into four areas: the admissions process and policy development, student recruitment, course information and guidance, and access and widening participation.

UAO oversees admissions to the Colleges for undergraduate courses and is the contact between the University of Oxford and UCAS. We provide guidance for Oxford colleges and centrally co-ordinate the admissions process. We also co-ordinate interviews for overseas applicants in a number of international locations. We provide data and management information on admissions and recruitment and support training courses on admissions-related matters.

A key role of UAO is to provide a central schools and colleges liaison service for the University and Colleges in order to ensure a strong recruitment strategy across the UK, Europe and Internationally. Activities include school and college visits, higher education fairs, student conferences, open days, and a wide variety of teacher events. We deal with thousands of young people every year and our teams travel throughout the UK and beyond.

UAO coordinates and delivers Oxford's undergraduate outreach with young people across the UK, contributing to a variety of projects with differing scope and scale. All working towards the University's Access targets (http://www.admin.ox.ac.uk/edc/otherdocuments/accessagreement/) and other strategic priorities relating to access and admissions at the University of Oxford and wider Higher Education context.

In addition, UAO services a number of committees, responds to government consultations, and staff attend a number of nationally and regionally based groups. In association with the University's Public Relations Office, we

deal with the media and develop policy in areas of access and admissions alongside colleagues in the colleges and the University.

More information about our activities and admissions to Oxford can be found at www.ox.ac.uk/study.

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). UAS comprises structures to:

- Support the University's core academic purposes of teaching, learning and research
- Ensure the University can meet the requirements of government, funding bodies and other external agencies
- Facilitate the attainment of the objectives set out in the University's Strategic Plan.

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions. Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the UAS sections page.

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment**: Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.

- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.

- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.

- **Educational policy**: Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Oxford Learning Institute, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.